



**Request for Qualifications (RFQ)**  
**for a Public-Private Partnership**  
**for the**  
**Design, Construction and Financing**  
**of the Redevelopment of the Feggan's Center Property and**  
**Surrounding Properties**

**City of Seat Pleasant, Maryland**

**Date issued: April 17, 2012**

**Responses Due: May, 8, 2012 @ 3:00 p.m.**

## I. Introduction

The City of Seat Pleasant, Maryland (the “City”) seeks to enter into a public-private partnership with a qualified developer or development team (the “Developer”) for the redevelopment of the Feggan’s Center property and surrounding properties that the City owns or may desire to acquire. The objective of this public-private partnership will be the development of a high quality project within the City that is consistent with the City’s objectives of obtaining a new City Hall, a new community center and providing senior citizen housing along with some limited commercial uses that implements practical and measurable green building design, construction, operation and maintenance consistent with the Leadership in Energy and Environmental Design (“LEED”) standards, including the integration of renewable energy generation (the “Project”). Interested parties, having the demonstrated experience and financial capability to plan, develop, finance and manage projects of similar type and scope implementing LEED standards are encouraged to reply to this Request for Qualifications (“RFQ”). This RFQ will focus on Developer qualifications, experience, financial capability, success with implementing LEED standards and integrating renewable energy generation, vision and the ability to successfully execute such a project from concept to completion.

The City presently owns five properties that will constitute the redevelopment site (the “Site”). The City properties are contiguous. The Site consists of approximately 14.057 aggregated acres. The City has identified additional contiguous parcels for possible inclusion in the Project.

The City, at its sole discretion, reserves the right to cancel this RFQ at any time and to select none of the submissions made in response to this RFQ.

Submissions in response to this RFQ are due by Tuesday, May 8th, 2012 at 3:00 p.m., Eastern Standard Time.

**It should be noted that it is the City’s intent that the Developer shall be responsible for all costs that the City incurs in the re-development of the Site. Accordingly, the successful respondent will be required to establish an escrow account for the benefit of the City from which all legal, engineering and other necessary consultant’s fees incurred by the City in furtherance of this Project shall be paid.**

## II. Project Goals

The City of Seat Pleasant desires to enhance the services it provides to its residents by providing a modern community center for residents of all ages, affordable senior housing so that long-time City residents may age in place, a modern City hall with meeting space for community groups and a hall that may be rented by residents for events. The ultimate goal is to create a vibrant community focal point that is economically and environmentally sustainable. To that end, projects proposed by interested developers must:

- A. Provide for the following uses, at a minimum:
  - 1. City Hall of approximately 36,000 square feet.
  - 2. Senior Housing Facility of approximately 49,000 square feet.
  - 3. Commercial Space of approximately 59,000 square feet.
  - 4. Recreational Area of approximately 5 acres providing trails, sports fields and green space.
  - 5. Community Center of approximately 13,000 square feet.
- B. Contribute to the overall economic and environmental sustainability of the City.
- C. Deliver a high quality project that significantly improves the Site.
- D. Provide a project that is safe, secure and appealing.
- E. Maintain the residential character of the surrounding neighborhood.
- F. Provide open space and amenity space that is easily accessible and attractive.
- G. Employ smart growth principles and construct LEED-certified buildings.
- H. Integrate renewable energy generation.
- I. Provide for acquiring the requisite special exception(s) and/or rezoning of property.

### III. Background of the City

Seat Pleasant is located just over the District of Columbia line at its northeast corner. The site is part of what had been the Williams-Berry estate until the descendants of General Otho Holland Williams, a Revolutionary War hero, and James Berry, a mid-17th-century Puritan leader, sold it to Joseph Gregory in 1850. Designers of the Chesapeake Beach Railway, constructed in 1897–99 between Washington and Chesapeake Beach in Calvert County, located their first station in Maryland (or last, depending on the direction of travel) on the railway’s right-of-way that traversed the Gregory property. They called the station District Line. In 1906, the growing number of residents in the area around the station adopted a more imaginative name for their community — Seat Pleasant.

Steady growth of traffic on the Chesapeake Beach Railway between 1900 and its peak in 1920 translated into steady development for Seat Pleasant. When the City was incorporated in 1931, it had a school, water company, sewer connections courtesy of the District of Columbia’s sanitary system, and fire protection by the Seat Pleasant Fire and Community Welfare Association. But by that time, the railroad had been in steady decline for years, and in 1935 it ceased operations. The cause of its demise — highway construction — was evident in Seat Pleasant. The City gained two state highways running through it — Maryland Route 704 (now called Martin Luther King Highway) and Maryland Route 214 (Central Avenue).

With highway construction came further expansion for Seat Pleasant. Construction of “affordable” housing, notably the Gregory Estates apartments in 1949, was the catalyst for the migration of African-American families from the District of Columbia; before that time, the community had been all white. In the 1980s, the old Chesapeake Beach Railroad roundhouse and turntable were demolished to make room for the Addison Plaza Shopping Center on Central Avenue.

Like Watkins Hardware Store, which was a fixture in Seat Pleasant from the early 1900s until it finally closed in the mid 1990s, most of the testaments to the City's past are long gone. Two that remain are the Episcopal Addison Chapel (1696) and Mount Victory Baptist Church (1908). Goodwin Park, named after a former mayor, is the town's most prominent location.

Economic development is a continuing priority in Seat Pleasant as the City strives to improve the quality of life of its residents.

According to the 2010 Census, the total population of the City is 4,542, with 1,650 households. 18.5% of the population is 60 years of age or older. There are 1,806 housing units in the City. You may see the City's website for additional information regarding the City (<http://www.seatpleasantmd.gov/index.aspx?NID=764>).

#### IV. Properties for Redevelopment

- A. 311 68<sup>th</sup> Place, Seat Pleasant, Maryland 20743 a/k/a Greendale Elementary School; 5.62 Acres
- B. 6013 Addison Road, Seat Pleasant, Maryland 20743; 4.72 Acres
- C. Eads Street, Maryland; 0.258 Acres
- D. 6815 Eades Street, Capitol Heights, Maryland 20743; 1.299 Acres
- E. 6011 Addison Road, Capitol Heights, Maryland 20743; 2.16 Acres
- F. 6807 Eads Street, Capitol Heights, Maryland 20743; 0.461 acres

Properties identified as A – E above are owned by the City. The property identified above as “F” is the property that is not owned by the City. (Please see the attached State Department of Assessments and Taxation print-outs.) It should be noted that the deed to the property identified as “A” above contains a restriction that the property be used for a public purpose or it will automatically revert to Prince George's County, Maryland.

The City has identified additional contiguous parcels for possible inclusion in the Project. The selected Developer will assist in the acquisition and aggregation of additional property deemed advantageous to the Project and City goals.

#### V. Zoning of the Properties for Redevelopment

In 2010, the City retained the services of Dewberry, a professional architectural, engineering and consulting services firm, to conduct a Land Planning Study. The commercial and senior housing components of the redevelopment Project are not public uses and therefore require a preliminary plan of subdivision, whereas the City hall and the community building do not. Dewberry also noted that the property is zoned R-55 and that a multifamily apartment complex for the elderly is a special exception use in the R-55 zone. A copy of the Land Planning Study may be obtained from the City upon request.

## VI. Development Process Overview

The development process envisioned under this RFQ, beginning with Developer selection, is set forth below:

- i. Letter of Intent
- ii. Manage Development Planning Process
- iii. Concept Plan Approved
- iv. General Development Agreement
- v. Property Sale and/or Lease Agreement(s)

Once the City selects a Developer, that Developer will negotiate a Letter of Intent (“LOI”) with the City. The LOI will outline the responsibilities of each party in furtherance of a public-private partnership and in the redevelopment process. The LOI is the document that recognizes the selection of the developer and will be required to be approved by the City Council. The LOI is non-binding and does not confer any property or other rights upon either party.

Once the City and the selected Developer agree upon a concept plan, they will negotiate a general Project development agreement that will address the following: whether the land will be sold or leased; phasing of development; the timing and methodology of compensation; establishment of requisite easements; future responsibilities and contingencies.

Subsequent to the general Project development agreement, the City and the selected Developer would negotiate a sales or lease agreement(s).

## VII. Submission Requirements

**FAILURE OF A DEVELOPER TO SUBMIT ALL REQUIRED INFORMATION MAY RENDER THE SUBMISSION INCOMPLETE AND INELIGIBLE FOR FURTHER CONSIDERATION.**

All Developers responding to this RFQ shall provide a Statement of Qualifications addressing the requirements herein.

**Submissions shall include the following:**

- A. Cover: The cover shall contain the RFQ title, the Developer’s name and the submission date.
- B. Transmittal Letter: The transmittal letter shall not exceed two pages in length and shall contain:

1. The name, title, and contact information of the individual(s) with authority to bind the Developer. This person should also sign the transmittal letter.
2. The address and legal form of the Developer. Provide complete information that explains the relationship of those persons who will be assigned to work on the Project, including their roles and contributions they will make.
3. A statement of the Developer acknowledging receipt of the RFQ in its entirety, inclusive of each and every appendices and addendums that the City may issue as part of the RFQ.
4. A statement that if selected, the Developer will negotiate in good faith with the City.
5. A statement that the Developer is authorized to do business in the State of Maryland and is in good standing. An additional statement should be included that the firm is not in arrears in the payment of any obligation due and owing the State of Maryland or Prince George's County, including tax payments and employee benefits, and that it shall not become so during the term of its agreement if selected.
6. A statement that the proposal shall be valid for a minimum of 120 days from the date of submission, and a statement that the firm grants the City a non-exclusive right to use or cause others to use the contents of its proposal or any part thereof for any purpose.

- C. Statement of Qualifications: The City seeks a Developer with solid experience and capability, proven through a record of delivering projects of similar size and scope to that which is the subject of this RFQ and that incorporate LEED standards and integrate renewable energy generation. Developers should include a summary that demonstrates the Developers understanding of the requirements of this RFQ, as well as a description of how the Developer proposes to integrate the physical, managerial and financial components required to ensure the success of its proposal.

The City reserves the right, in its sole and absolute discretion to reject any and all submissions received in response to this RFQ and to cancel this RFQ at any time, for any or no reason, prior to entering into any binding agreements. Responses to this RFQ vest no legal or binding rights in the Developer nor does it or is it intended to impose any legally binding obligations upon the City or any official or employee of the City unless and until a final legal binding agreement is negotiated and executed. The City further reserves the right to request clarification of information provided in response to this RFQ without changing the terms of this RFQ.

- D. Background Information, Project Information and Past Performance: It is essential that the City fully understand the experience and capabilities of the Developer. Developer therefore shall provide complete information that

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explains the relationship among all team members and their respective roles and contributions.

1. Provide a description of the Developers' organizational structure, identification of principals, and length of time in business. An organizational chart would be an appropriate attachment.
2. Provide a summary of the Developers' experience in managing large, complex projects that required interaction with a broad range of interested parties from both the public and private sectors. Identify the type(s) of financial support employed for these projects, as well as the Developers' experience with any additional financial mechanisms. Describe the Developers' experience and expertise in senior housing, commercial real estate, mixed-use development and public-private partnerships with a local government for completed public-private projects, comparable to the Project envisioned in this RFQ, please provide specific contact information for public agency references.
3. Identify the existing commitments of the Developer to other projects and identify by the number and type of projects (including proposed development projects), expected duration, and dollar value of each project.
4. Highlight projects where the Developer has previously collaborated with local governments on projects that are of similar size and scope as that which is the subject of this RFQ. Projects included for reference should be described only once, and the description should include: project size - by total land and building area; project scope; location; development value; project length from inception to completion; roles of Developer during project execution, and client references, including authorization to contact those references provided. For each reference, indicate the contact person's role in the completed project and the time period of his or her involvement. In addition, photos, site plans, and renderings would be helpful.
5. Provide the following information for each key member of the Developer:
  - a. Description of experience within the most recent ten-year period related to redevelopment projects in urban settings.
  - b. Demonstrated experience in completing projects - on budget and on schedule - of the scale and complexity envisioned in this RFQ.
  - c. Demonstrated experience, expertise and creativity with sale/leasebacks, capitalized leases, or other structures that allow the developer to obtain private capital, and enable institutional or public agency owners to realize the value of owned property.
  - d. Extent of the experience of specific individuals with the Developer in public-private development projects.

- e. Demonstrated ability in structuring public-private development projects in a manner that secures private capital to pay for public improvements.
    - f. Description of previous development projects or planning efforts in inner-beltway communities.
  - 6. Resumes of all key Developer personnel to be involved in the Project are required and should include: relevant experience, details regarding the specific role proposed for the Project, education and professional licensing. Discuss how the key Developer personnel would manage this Project in addition to their existing projects.
  - 7. Developers should identify, with specificity, any other relevant organization, consultant or other available resources that will be committed to the Project. While completed projects are preferred, relevant “in process” projects which are in the construction phase or later, may be included. Developers are advised to include a statement that the Project will conform to all applicable Federal, State and County laws and ordinances, and that they accept responsibility to ensure compliance with applicable Federal, State and County laws.
- E. Conceptual Approach & Methodology: Developers are to submit a conceptual approach and methodology for Project implementation. This narrative should describe the Developer’s methods and approach for engaging both the City and stakeholders to create a feasible, high-quality, mixed-use, infill development that advances the goals described in this RFQ. This should be addressed from an overview perspective rather than project-specific proposal, as the Developer(s) selected through this RFQ will work with the City to ultimately develop a viable Project. The Developer should discuss its approach and methods to ensure a Project design that creates high-quality places, includes design excellence, is sensitive to adjacent neighborhoods, includes “green building”/LEED-Certified (Silver or higher) design and construction methods for the site and individual buildings, integrates renewable energy generation and is sensitive to the needs of special populations, such as the disabled. The narrative must include information regarding an approach and methods to involve the Stakeholders in the creation of the concept plan and an approach to predevelopment activities, phasing, construction, marketing, lease-up and operations.
- F. Vision: Developers should provide a brief statement of their own specific concept, how it meets the City’s Goals. This statement should reflect the Developer’s own creative capacity and an understanding of the City’s potential. It should include a proposed or preferred ownership structure.
- G. Time Line: A general estimated time line for Project implementation is to be included.

- H. Financial Capability: Given the complexity of public-private partnership projects, it is necessary for the City to fully understand the Developer's financial capability to undertake and successfully complete the Project.
1. Describe the Developers' experience in obtaining private equity and debt for public-private developments similar in scale to the Site(s) described in this RFQ.
  2. Indicate the source(s) of both debt and equity financing for each referenced project stated above and describe the Developer's commitment on a long term basis and capability to provide capital for this Project.
  3. Indicate the amount of immediately available financial resources to fund the costs associated with creation of the concept plan, negotiation of development agreements, obtaining entitlements and other approvals, and other predevelopment activities.
  4. Under separate cover and marked "Confidential" (Folder 2), the Developer shall provide current interim statements and audited annual financial statements for the last three fiscal years. An appropriately authorized officer/managing member of Developer shall certify that their statements present an accurate representation of that firm's financial condition as of the date of the statements.
- I. References: Provide the names, phone numbers and email addresses of two institutional lender references, two financial partner references, and two tenant references (tenant references as to office or retail projects). Additionally, letters to these references, authorizing their response to inquiries from the City, are to be provided as well.
- J. Additional Information: The City reserves the right to request additional information during the RFQ review period.

#### VIII. Conditions, Limitations and Mandatory Requirements

The City reserves the right to accept any submission deemed to be in its best interest. A submission in response to this RFQ does not constitute a contract and does not indicate or otherwise reflect a commitment of any kind on behalf of the City or impose any binding obligations on the City or grant any rights to the Developer. Furthermore, this RFQ does not represent a commitment or offer by the City to enter into an agreement with a Developer or to pay any costs incurred in the preparation of a submission to this RFQ. Furthermore, this RFQ does not commit the City to pay for costs incurred in the negotiation or other work in preparation of, or related to, a final agreement between the selected Developer and the City.

Any commitment made by the City will be subject to the appropriation of funds by the City Council to carry out any such commitments and the execution of an agreement(s) acceptable to the City.

Questions regarding the RFQ should be directed, via email, to: Vincent Jones, City Administrator at [vincent.jones@seatpleasantmd.gov](mailto:vincent.jones@seatpleasantmd.gov). **The deadline for questions will be Tuesday, May 1st, 2012 at 3:00 P.M.**

All questions, and the responses from the City, will be posted on the City's website at: [www.seatpleasantmd.gov/index.aspx?nid=876](http://www.seatpleasantmd.gov/index.aspx?nid=876). Responses to all questions will be posted by 2:00 P.M. on Wednesday, May 2nd, 2012.

The submissions will become a part of the Project's official files. The City is not obligated to return the submissions to the Developers. This RFQ and the selected Developer's response to this RFQ may, by reference, become a part of any formal agreement between the Developer and the City. The City or its individual members, reserves the right, in its sole and absolute discretion, to reject any and all Submissions received in response to this RFQ and to cancel this RFQ at any time, for any or no reason, prior to entering into a formal contract. The City further reserves the right to request clarification of information provided in Submissions submitted in response to this RFQ without changing the terms of this RFQ. If a Developer contends that any part of its submission is proprietary or confidential and, therefore, is limited to disclosure under the Maryland Public Information Act, MD Code Ann. State Gov't §§10-611 *et seq.* (the "MPIA"), the Developer must identify all information that is confidential or proprietary and provide justification for why such materials should not be disclosed by the City under the MPIA. The City as custodian of submissions submitted in response to this RFQ, reserves the right to determine whether or not material deemed proprietary or confidential by the Developer is, in fact, proprietary or confidential as required by the MPIA, or if the MPIA permits nondisclosure. The City will favor disclosure of all submissions in response to any request for disclosure made under the MPIA. Developers must familiarize themselves with the properties included in this RFQ and form their own opinions as to suitability for any proposed development on the Site or any of the parcels that comprise the Site. The City makes no representations as to the suitability of the Site for sustainable redevelopment. The City assumes no responsibility for Site conditions including, but not limited to, environmental and soil conditions.

Developers are responsible for their own background investigation as to restrictions, if any, bearing upon title, zoning, subdivision, transportation, developability, utilities, and physical conditions at the Site. Soils tests and other invasive tests may not be conducted upon any of the Site during the RFQ stage.

The selected Developer will be required to comply with all applicable Federal, State and local laws and regulations, which may include but not be limited to "Buy American" provisions, prevailing wage rates and audit provisions.

#### **IX. Evaluation Criteria**

Submissions to this RFQ will be reviewed and evaluated by a committee comprised of the City Administrator, the City Treasurer and the Director of the City Department of Public Works (the "Review Committee"). Upon receipt of the submissions, the Review Committee will:

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1. Review and evaluate all Submissions received by the deadline, in accordance with the submission requirements and Evaluation Criteria.
2. Short-list Developers receiving the highest ratings, based upon Evaluation Criteria.
3. Conduct interviews with Developers receiving the highest evaluations.
4. Recommend the most qualified Developer to the City Council.

The Review Committee's recommendation will be consensus based. The City's goal is to select the most responsive and qualified Developer that meets the City's goals for redevelopment of the Site. The designation of a selected Developer will be based upon: the quality, clarity and thoroughness of the submission and its compatibility with the RFQ's stated objectives and goals, submission requirements, the results of information gathered from interviews with Developers and reference checks. Evaluation criteria are as follows:

#### Evaluation Criteria

A.	Background Information, Experience and Past Performance	50 points
B.	Experience with LEED standards and alternative energy infrastructure	20 points
C.	Conceptual Approach and Methodology	10 points
D.	Vision	10 points
E.	Financial capability, including equity commitment	50 points
F.	Candidate Interviews	10 points

Total Points: 150 points

#### X. Administration of the RFQ

Submissions are due by 3:00 p.m. on Tuesday, May 8th, 2012.

Any amendments to the RFQ will be posted on the City website, which is: <http://www.seatpleasantmd.gov/index.aspx?nid=876>. The City expects the RFQ process to meet the following schedule, but reserves the right to amend this schedule or, in its sole discretion, to cancel the solicitation at any time.

RFQ Release:	<u>April 17,</u> _____, 2012
Pre-Submission Meeting and Optional Site Tour:	<u>May 1,</u> _____, 2012
Deadline for Questions:	<u>May 1,</u> _____, 2012
Responses to Questions:	<u>May 2,</u> _____, 2012
Phase I Submission Due:	<u>May 8,</u> _____, 2012

Candidate interviews and RFQ selections will be provided to short-listed candidates.

## XI. Submission Instructions

All submissions shall include one (1) original and ten (10) copies in 8 ½ “ by 11” format with no smaller than 12 –point font and should be no greater than 50 pages. Submissions must be bound and sealed, and must be mailed or delivered to:

Vincent Jones, City Administrator  
City of Seat Pleasant  
6301 Addison Road  
Seat Pleasant, Maryland 20743

In addition to the above, Developers may submit an electronic file consisting of one copy of the entire submission in PDF format on a CD-ROM as one single file.

The envelope must state “RFQ for Feggan’s Center Redevelopment Project.” Written submissions will be evaluated upon only what is submitted and it is incumbent upon the Developer to submit sufficient information to enable the City to fully evaluate the Developer’s capabilities and experience. Submissions to this RFQ received after the date and time specified shall be deemed late and may not be considered. The City will not accept faxed submissions or submissions sent via electronic mail. Unless requested by the City, additional information cannot be submitted by the Developer after the deadline set for receipt of submissions. Developers will be notified in writing of any change in the specifications contained in this RFQ.

By submitting a response to the RFQ, the Developer agrees that its submission may not be modified, withdrawn or canceled by the Developer for 120 days following the time and date designated for the receipt of submissions in this RFQ or in any amendments hereto.

Prior to the time and date designated for receipt of Submissions, early Submissions may be modified or withdrawn only by notice to the City. Timely modifications or withdrawals of a Submission must be in writing and must be received by the City on or before the date and time set for receipt of submissions.

If a Non-binding Letter of Intent or other form of agreement acceptable to the City cannot be successfully negotiated with the top-ranked Developer, the City may proceed to negotiate with the Developer that submitted the next highest ranked submission. Alternatively, and in the City’s discretion, until an initial non-binding LOI is entered into, the City may elect to negotiate with more than one Developer at a time.

## XII. Optional Pre-Submission Meeting and Tour

There will be an optional pre-submission meeting on Tuesday, May 1st, 2012. The meeting will begin at 11 a.m. in the City Council Chambers, located at 6301 Addison Road, Seat Pleasant, Maryland, 20743. An optional tour of the Site will take place immediately following the meeting. Please rsvp by Monday, April 30, 2012 at 5 p.m. to [vincent.jones@seatpleasantmd.gov](mailto:vincent.jones@seatpleasantmd.gov).